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| Western ROP 5: Emergency Closings | Page 1 of 2 |
| Division of Forensic Science Western Laboratory Regional Operating Procedures | Amendment Designator: 0 |
| | Effective Date: April 9, 2003 |
| <p style="text-align: center;">5 Emergency Closings</p> <p>5.1 General</p> <p>5.1.1 Department of Human Resource Management (DHRM) Policy 1.35 provided guidelines for closings due to emergency conditions, such as inclement weather, utility failure, or forced evacuations.</p> <p>5.2 DHRM Requirements</p> <p>5.2.1 The Western Laboratory Director is the designee to make closing decisions affecting Division of Forensic Science operations in Roanoke. To the extent practical, decisions on closings for non-weather related conditions will include consultation with Deputy Division Director or Division Director.</p> <p>5.2.2 No Western Laboratory positions are designated as essential during periods of emergency closing.</p> <p>5.2.3 Memorandum notification to the employee from the Laboratory Director, or designee, with copies to Deputy Division Director and DCJS Human Resources will be provided to change the designation status for employees.</p> <p>5.2.4 Compensation for designated and non-designated employees shall be in accordance with DHRM and DCJS applicable policy at the time of the closing.</p> <p>5.2.5 Closing decisions shall be made via announcement at the office or telephone tree notification.</p> <p>5.3 Laboratory Director Decisions</p> <p>5.3.1 The Western Laboratory will remain open to provide at least limited support to the criminal justice system agencies unless it is not practical to do (i.e. loss of essential services in the building or safety conditions requiring building evacuation) or declared emergency conditions by state/local authorities.</p> <p>5.3.2 No employee is required or expected to take risks for personal injury or property damage in order to report to work or remain at work during periods of inclement weather.</p> <p>5.4 Employee Decisions</p> <p>5.4.1 Employees must make personal choices on the use of leave in order to maintain leave balance to cover their requirement to be off work, including inclement weather conditions that may be significantly different for their home area versus the laboratory and major roadways.</p> <p>5.4.2 Each employee is most knowledgeable of road and travel conditions in the vicinity of their home and must make the decision as to travel safety.</p> <p>5.5 Notification of closing</p> <p>5.5.1 The Forensic Office Manager will maintain a telephone list with calling tree for notification of closing or delayed opening of the Western Laboratory.</p> <p>5.5.2 Each employee shall provide timely notification of changes in phone numbers.</p> <p>5.5.3 The Laboratory Director, or designee, shall evaluate weather and travel conditions based on available sources in order to initiate the calling tree notification procedure by 6:15 am on days with inclement weather.</p> <p>5.5.4 Employees with early start times on alternate/flexible work schedules which normally require departures earlier than 6:15 am should evaluate conditions and consider a delayed departure time.</p> | |

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| <p>5.6 Compensation</p> <p>5.6.1 Paid and compensatory time shall be in accordance with DHRM and DCJS policies for non-designated personnel reporting or remaining at work during an authorized closing period.</p> <p>5.6.2 Departure from home prior to an announcement or reporting to work due to failure to receive the announcement will not result in earning of compensatory time unless there are extreme extenuating circumstances.</p> <p>5.6.3 Employees will request leave for inclement weather lost time for which the laboratory was not closed unless exemption is requested via their supervisor for Laboratory Director approval.</p> <p style="text-align: right;">◆ End</p> | |